



RFI Details

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000009051	RFI	RFx	1
Event Round	Version		
1	1		
Event Name			
Non-Roadway Snow & Ice Services			
Start Time	Finish Time		
08/13/2015 12:15:00 CDT	08/19/2015 09:00:00 CDT		

Bidder: PUBLIC EVENT DETAILS

Submit To:
Contact: Michael Leitzke
Phone: 615/741-5666
Email: michael.s.leitzke@tn.gov

Event Description

Request for Information (RFI)
Conference: Pre-Bid Conference
Title: SWC #414: Non-Roadway Snow & Ice Services

Description: New State Wide Contract Procurement for Non-Roadway Snow & Ice Services
Date: Wednesday, August 19, 2015
Time: 09:00 AM CDT

Pre-Bid Conference Location:
Central Procurement Office
Tennessee Tower, 3rd Floor
312 Rosa Parks Ave., Nashville, TN 37243

You can call into the Pre-Bid Conference by dialing the following:
Local callers dial: 615- 253-2009
Long distance callers will dial: 1-866-329-9625 and enter Pin Number 1015 when asked

If you have questions, please contact the Solicitation Coordinator, Mike Leitzke, at (615) 741-5666 or Michael.S.Leitzke@tn.gov

PRE-PROPOSAL CONFERENCE NOTIFICATION

READ THE ENTIRE Request for Information (RFI), including the Event Details, Specifications, and Terms and Conditions, and any other attachments.

If the Review and bid on this event link included in the e-mail notification does not work, please go to <https://supplier.edison.tn.gov>. Click on the link that says Bid Opportunities and log in with your vendor ID and password.

Note: Information at the pre-bid will be displayed electronically. No paper copies will be provided. Attendees are advised to print copies of the attached event documents for their use at the pre-bid.

This is not a bid request; this is a request for information. You are not required to fill out anything at this time.

Request for Information (RFI)
Conference: Pre-Bid Conference

Factor Summary

Question	Response
Please answer yes or no to the following. If "yes", describe using additional pages and attach to the Response including any relevant details:	
(a) is the Respondent presently debarred, suspended, proposed for debarment, or voluntarily excluded from covered transactions by any federal or state department or agency;	
(b) has the Respondent within the past three (3) years, been convicted of, or had a civil judgment rendered against the contracting party from commission of fraud, or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;	
(c) is the Respondent presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses detailed above; and	
(d) has the Respondent within a three (3) year period preceding the contract had one or more public transactions (federal, state, or local) terminated for cause or default.	



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Required: Yes Mandatory ResponseNo

Response Comments

In preparing bid(s), All bidders shall comply with the requirements of T.C.A. Section 62-6-119 in Providing the specified information within the sealed bids. Any bid not in strict compliance with the requirements of T.C.A. section 62-6-119 shall be rejected.

Bids Over \$25,000.01 Requiring a Contractor's License

Bidder shall enter the following information:

List your Company's Tennessee State Contractor License Number

List the License Classification(s) Applicable to Bid

List the License Expiration Date

Bidder shall enter the following information regarding the subcontractor, if applicable:

List the Subcontractor's Tennessee State Contractor License Number

List the License Classification(s) Applicable to Bid

List the License Expiration Date

Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Tennessee Contractor License Information (Bids Over \$25,000.01 Requiring a Contractor's License)

In preparing bids(s), all bidders shall comply with the requirements of T.C.A. Section 62-6-119 in providing the specified information within the Invitation to Bid. Any bid not in strict compliance with the requirements of T.C.A. Section 62-6-119 shall be rejected. Note: Submit additional subcontractor's information as an attachment to the bid.

Authorized Users: Local Governments, Private Non-Profit Institutions of Higher Education and Eligible Non-Profit Agencies

The purpose of this Invitation to Bid/Sourcing Event is to establish a source or sources of supply for all state agencies, local governmental units within the geographic limits of the State of Tennessee, any private nonprofit institution of higher education chartered in Tennessee, and any corporation which is exempted from taxation under 26 U.S.C. Section 501(c) (3) as amended and which contracts with the Department of Mental Health and Mental Retardation to provide services to the public (T.C.A. 33-2-401 et seq.). The resulting contract will



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be open to these governments unless a letter is attached to your bid, addressed to the Central Procurement Officer, requesting exemption to this allowance.

Purchases by local governmental units, private institutions of higher education, and authorized corporations are encouraged but are optional with those agencies, private institutions of higher education, and corporations.

Note: If "no", attach exemption request addressed to the Central Procurement Officer.

Required:Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Purchases by Local Government and Authorized Non-Profit Agencies (SWC) - T500

Authorized Users: Local Governments, Private Non-Profit Institutions of Higher Education and Eligible Non-Profit Agencies

The purpose of this Invitation to Bid/Sourcing Event is to establish a source or sources of supply for all state agencies, local governmental units within the geographic limits of the State of Tennessee, any private nonprofit institution of higher education chartered in Tennessee, and any corporation which is exempted from taxation under 26 U.S.C. Section 501(c) (3) as amended and which contracts with the Department of Mental Health and Mental Retardation to provide services to the public (T.C.A. 33-2-401 et seq.). The resulting contract will be open to these governments unless a letter is attached to your bid, addressed to the Chief Procurement Officer, requesting exemption to this allowance.

Purchases by local governmental units, private institutions of higher education, and authorized corporations are encouraged but are optional with those agencies, private institutions of higher education, and corporations.

All bidders are required to have an adequate service organization for which the bid is applicable. Enter the name, address, telephone, pager or cell phone and fax number, email address, and area of responsibility for each service representative in the spaces provided below. (Attach additional sheet if necessary) Please be sure to include the following information:

- List the Service Organization:
- List the Service Organizations Address:
- List the Area(s) in TN that the Service Organization will Service:
- List the Service Organizations Phone Number:
- List the Service Organizations Toll Free Number:
- List the Service Organizations Pager or Cell Phone:
- List the Service Organizations Fax Number:
- List the Service Organizations Email Address:
- List the Service Organizations Website:

Required: Yes Mandatory ResponseNo



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Response Comments

Associated Terms:

Service Organization

All bidders are required to have an adequate service organization for which the bid is applicable. Enter the name, address, telephone, pager or cell phone and fax number, email address, and area of responsibility for each service representative in the spaces provided below. (Attach additional sheet if necessary)

Snow and Ice Service Experience, Time in Business

Enter the information or attach documentation including the following.

Length of time in business
 Description of services
 Location

Include a minimum of three (3) comparable contracts including the following information.

Customer
 Building
 SQ FT cleaned
 City/State/Zip
 Telephone Area Code
 Phone Number
 Contact Person
 Contract Start Date
 Contract End Date

Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Janitorial Service Experience, Time in Business

A bidder must have occupied a bona fide place of business for at least one year with suitable equipment, supplies and a trained staff capable of performing the services requested. A bidder must furnish satisfactory evidence of successful completion and/or current comparable janitorial contracts for at least three customers within the past two years and any other evidence required and requested in order to establish evidence of bidder's ability to provide services in accordance with the terms and conditions of the specifications. Enter the length of time in business and evidence of completion and/or current comparable contracts, (3) three minimum, in the space provided below.

Note: Make copies of this reference sheet if additional references are needed for comparable square footage based on the square footage bid.

%%TN_DGS_JAN_LENGTH_TIME_BUSINES%%



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%%TN_DGS_JAN_DESC_SVCS%%
%%TN_DGS_JAN_LOCATION%%
1. %%TN_DGS_JAN_CUSTOMER_NAME%%
%%TN_DGS_JAN_BUILDING%%
%%TN_DGS_JAN_SQ_FT_CLEANED%%
%%TN_DGS_JAN_ADDRESS%%
%%TN_DGS_JAN_CITY%% %%TN_DGS_JAN_STATE%% %%TN_DGS_JAN_ZIP%%
%%TN_DGS_JAN_AREA_CODE%% %%TN_DGS_JAN_TELEPHONE%%

%%TN_DGS_JAN_CONTACT_PERSON%%

%%TN_DGS_JAN_START_DATE%% TO %%TN_DGS_JAN_END_DATE%%

Please list the following for all licenses and permits required by federal and state law.

List the Type of License
List the Name on the License
List the License Number
List the Expiration Date
Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Licenses (Listings):

A bidder must have all licenses and permits required by federal, state and local laws for performance of this contract. List the date and description of each in the space provided below.

Please list the following information regarding your company's contract administrator.

List the Contract Administrator's Name
List the Contract Administrator's Address
List the Contract Administrator's Phone Number
List the Contract Administrator's Toll Free Phone Number
List the Contract Administrator's Pager or Cell Number
List the Contract Administrator's Email Address
List the Contract Administrator's Website
Required: Yes Mandatory ResponseNo



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Response Comments

Associated Terms:

Vendor Contract Administrator

The bidder shall list their company's Contract Administrator. The Contract Administrator shall be the contact person for all questions regarding the contract. Note: The bidder can attach a list of alternate personnel to contact to the bid.

The bidder shall indicate whether or not they plan to sub-contract:

No: The bidder does not anticipate using a sub-contractor at this time and agrees to submit a request to subcontract during the contract period prior to using a subcontractor.

Yes: The bidder shall list the subcontractor(s). Attach list of additional subcontractors to the bid, including the following for each subcontractor.

List the Sub-Contractor's Name
 List the Sub-Contractor's Address
 List the Sub-Contractor's Contact Person
 List the Sub-Contractor's Phone Number
 Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Subcontracting

The Contractor shall not assign this Contract or enter into a subcontract for any of the goods or services provided under this Contract without obtaining the prior written approval of the Central Procurement Office. Notwithstanding any use of approved subcontractors, the Contractor shall be the prime contractor and shall be responsible for all work provided.

I (we) agree to strictly abide by all the statutes and terms contained in the rules of the Department of General Services, Central Procurement Office, which are by reference made a part hereof, in addition to the special terms, conditions and specifications embodied in the invitation to bid.
 IMPORTANT: By Selecting YES, the bidder certifies compliance with the above and further certifies that this bid is made without collusion or fraud.

Required: Yes Mandatory ResponseYes



RFI Details (cont.)

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Response Comments

I (we) have filled out Attachment 2 (County List) listing all the counties that I can or can not provide snow and ice services.
Required: Yes Mandatory ResponseNo

Response Comments



RFI Details (cont.)

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Bidder Information

Firm Name:		
Name:	Signature:	Date:
Phone #:	Fax #:	
Street Address:		
City & State:	Zip Code:	
Email:		



RFI Details (cont.)

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Appendix B - Terms & Conditions

1. The undersigned acknowledges that all submitted information and documentation will become the property of the state of Tennessee. The undersigned also affirms that the information given above is true, accurate, and includes pertinent information necessary to identify and explain the operation of this organization to the best of my knowledge and is in no way misleading.
2. Should any data change in the future, the Supplier agrees to immediately submit the correct information electronically through the state's Supplier Portal or the information will be submitted in writing and mailed to one of the following addresses:

If the supplier is actively bidding but has not yet been awarded a purchase order or contract, please submit changes to the following address:

Tennessee Department of General Services
Purchasing Division
3rd Floor Tennessee Tower
Nashville, TN 37243

If the supplier is currently doing business with the state please submit changes to the following address:

Department of Finance and Administration

3. No person on the grounds of handicap or disability, age, race, color, religion, sex, national origin, or any other classification protected by Federal and/or Tennessee State constitutional and/or statutory law shall be excluded from participation in, or denied benefits of, or be otherwise subjected to discrimination in the performance of the Contract or in the employment practices of the Contractor. The Contractor shall, upon request, show proof of such non-discrimination, and shall post in conspicuous places, available to employees and applicants, notices of non-discrimination.
4. The undersigned acknowledges that all submitted information and documentation will become the property of the state of Tennessee. The undersigned also affirms that he/she is a legal citizen of the United States or Permanent Resident Alien and that the information given above is true, accurate, and includes pertinent information necessary to identify and explain the operation of this organization to the best of my knowledge and is in no way misleading.

Last Updated: 06/11/2009